

The Nillumbik Community Fund



Guidelines and Application Instructions

2016–2017

Annual Grants Round

The Nillumbik Community Fund provides community groups with the resources to enhance and strengthen their own neighbourhoods and townships across two program areas: Arts and Culture and Community Projects. All applications are assessed by the Nillumbik Community Fund Assessment Panel (NCFAP). The NCFAP is a panel made up of Council officers and community members who provide recommendations to Council for all annual grant applications.

Funds of up to \$5000 per project are available.

Objectives

The objective of the Nillumbik Community Fund is to support projects that:

- create community partnerships and sharing of resources
- are supported by the community and respond to a genuine community need
- will have a lasting impact beyond the life of the grant

Applications should be made to one of the two categories:

Arts and Culture (grant pool \$10,000)

The Arts and Culture category supports local activities and projects that:

- address the goals of the 2011-2017 Nillumbik Shire Council Cultural Plan, *Growing our Arts and Culture* (second edition), especially within the theme of 'Year Six: Cultural Vitality.'*
- demonstrate artistic or cultural merit, distinction or innovation in the nominated field
- profile the Shire as a leading arts and cultural location

*For a copy of the 2011-2017 Cultural Plan, *Growing our Arts and Culture* (second edition) go to www.nillumbik.vic.gov.au/Living-in/Arts-and-culture

Community Projects (grant pool \$10,000)

The Community Projects category supports local groups and organisations to develop projects that:

- are new and innovative
- encourage a sense of local pride and belonging
- are broadly inclusive and community driven

Eligibility

To be eligible to apply for the Nillumbik Community Fund, you must:

- be based in Nillumbik or have a substantial Nillumbik membership or user group
- be an incorporated non-profit community group or organisation, or be auspiced by an incorporated body.
- demonstrate that there are financial and/or in-kind contributions toward the project
- have a minimum of \$10 million public liability insurance
- not have any outstanding grant acquittals from a previous Nillumbik Shire Council grant

Required support material

You must submit the following with your application:

- evidence of your incorporated association status
- a certificate of currency for your public liability insurance
- quotes for any service or products required for the project
- letters of support from partner organisations (email letters acceptable)
- Arts and Culture only: artist biographies and relevant samples of artist's work



Funding exclusions

Funds will not be issued for

- ongoing operating costs of an organisation
- retrospective funding or projects due to commence prior to the notification of the application outcome
- projects fully funded by another source
- environmental and/or school curriculum based projects
- individuals
- fundraising projects
- attendance at conferences or seminars
- research and surveys

2016-17 Timeline

- **Annual Grants open**
Friday 1 April 2016
- **Annual Grants close**
Friday 27 May 2016
- **Announcements**
By early August 2016
- **Projects to be completed and acquitted**
By 30 June 2017

A series of 'Make it Happen' grant workshops will be held in April and May. These include free grant writing workshops and 'Discuss your Grant Project sessions'.

www.nillumbik.vic.gov.au/Living-in/Grants/Nillumbik-Community-Fund

Bookings via Living & Learning: Grant Writing:

www.livinglearningnillumbik.vic.gov.au/Short_Courses/Course_search/Grant_writing_workshop_2016

Discuss your Grant Project Sessions:

www.livinglearningnillumbik.vic.gov.au/Short_Courses/Course_search/Grant_writing_-_discuss_your_community_project_2016

How to apply

1. Read the guidelines and assessment criteria for the category you are applying for
2. Check you are eligible to apply and check the funding exclusions

3. Discuss your project with a Council officer if you have any questions or are unclear about any aspect of the application process
4. Complete and submit an application form by **5pm Friday 27 May 2016**

Submitting your application

Guidelines, application forms and supporting documents are located at www.nillumbik.vic.gov.au/Living-in/Grants/Nillumbik-Community-Fund

All applications will be acknowledged. **Late or incomplete applications will not be accepted.**

For enquiries contact the Council officers listed below or email grants@nillumbik.vic.gov.au

Assessment criteria

Your application will be assessed on the following criteria:

- Alignment with the program objectives for your chosen category: 30 per cent
- That there is evidence of community partnerships and sharing of resources: 20 per cent
- That the project is supported by the community and responds to a genuine community need: 20 per cent
- That there will be a lasting impact beyond the life of the funding: 20 per cent
- That the timeline is achievable and the project meets budget eligibility criteria: 10 per cent

To discuss your grant project and/or for advice on completing the application form, contact the relevant Council officer listed below before the closing date.

Arts and Culture

Margaret Summerton
Cultural Development Officer
9433 3175
margaret.summerton@nillumbik.vic.gov.au

Community Projects

Sarah Hammond
Community Development Officer
9433 3153 or 0439 573 452
grants@nillumbik.vic.gov.au

